

COURSE CONTENT OVERVIEW

Health and Safety Training for Employees



Work activities can present a wide range of hazards and risks to employees, other workers, and the public. Employers have a legal duty to prevent and control these risks and protect those who may be affected from harm. This includes ensuring that employees understand their responsibilities to support their employer's procedures.

This Health and Safety Training for Employees course will provide you with an overview of the essential health and safety topics that apply to all work environments. This includes being able to recognise the most common health and safety risks at work and the measures that employers may put in place to prevent and control them. Following the information, instruction, and training that you have been given will help to keep you and others safe and healthy while at work.

Module One: Introduction to Health & Safety for Employees

This module introduces employees to the essential topic of health and safety at work. It covers the main causes of accidents and ill health due to work activities, and explains how hazards such as work equipment can become a significant risk to health and safety. Key legislation is introduced, including the legal duty that employers have to carry out a risk assessment and introduce suitable control measures.

- Why is health and safety at work important?
- The main causes of ill health at work
- The main causes of accidents at work
- What are hazards and risks?
- Examples of health and safety hazards
- The Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999 (MHSWR)
- The Health and Safety Executive
- What is a risk assessment?
- The hierarchy of control
- Administrative controls - safe systems of work
- Personal protective equipment

Module Two: Work Equipment, Electrical Safety, and Fires and Explosions

This module covers some of the most common and serious hazards at work: work equipment, electrical safety, general fire safety, and dangerous substances. It explains how these have the potential to cause harm, the main precautions that employers should take, and the responsibilities that employees have to support measures that protect their own and others' health and safety at work.

- Work Equipment
 - What is work equipment?
 - What is PUWER?
 - The main risks from work equipment
 - Dangerous parts of machinery
 - Pre-use checks and inspection of work equipment
 - The maintenance and use of work equipment
 - The safe use of work equipment
 - Mobile work equipment

- Electrical Safety
 - Why is electrical safety important?
 - Causes of electrical accidents
 - Safety risks posed by electricity
 - The Electricity at Work Regulations 1989
 - Electrical precautions
 - Specific electrical risks
 - Checks, inspections, and tests of equipment
- Fires and Explosions
 - The fire triangle
 - Fire risk assessments
 - The Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) 2002
 - Fire and explosion prevention measures
 - Fire detection and alarm systems and fire doors
 - Evacuation routes and evacuation procedures
 - Fire signs

Module Three: Hazardous Substances and Working at Height

This module explores two serious hazards at work: hazardous substances and work at height. It covers the risks involved with both, the control measures that may be put in place, and the responsibility that employees have to follow instructions and training.

- Hazardous Substances
 - Where are hazardous substances used or found at work?
 - Ill-health effects of hazardous substances
 - The Control of Substances Hazardous to Health Regulations 2002 (COSHH)
 - Other specific regulations for hazardous and dangerous substances
 - Safety data sheets (SDSs)
 - The GB Classification, Labelling, and Packaging Regulations (GB CLP)
 - Administrative controls for COSHH
- Working at Height
 - What is work at height?
 - Why is working at height safety important?
 - The Work at Height Regulations 2005
 - Mobile towers
 - Low level access platforms
 - Mobile elevating work platforms (MEWPs)
 - Ladders and stepladders

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Module Four: Display Screen Equipment (DSE) and Manual Handling

This module covers another two common hazards at work: DSE and manual handling. It explains the health impacts of setting up or using DSE incorrectly, and how this can be avoided through assessments and training. The second section covers manual handling activities and employer duties, concluding with a series of videos showing correct manual handling techniques.

- Display Screen Equipment (DSE)
 - What are the health risks of DSE work?
 - How to position DSE
 - DSE assessments
 - Employee training for DSE use
- Manual Handling
 - Manual handling activities
 - Injuries and health risks
 - The Manual Handling Operations Regulations 1992 (MHOR)
 - Avoiding and controlling the risks
 - LITE
 - Safe manual handling techniques
 - Pushing and pulling operations
 - Lifting techniques
 - Team handling

Module Five: Noise, Vibration, and Vehicle Safety

This module covers three more serious health and safety hazards and how they must be prevented or controlled to ensure employees and others are kept safe and healthy at work. It looks at the key controls for each topic and the role employees play in helping to support their employer, in matters of health and safety.

- Noise
 - Noise at work
 - Health and safety risks
 - The Control of Noise at Work Regulations 2005
 - The hierarchy of control
 - Personal protective equipment (PPE) and hearing protection zones
 - Types of hearing protection
 - Employee responsibilities
- Vibration
 - Vibration at work
 - Ill health from vibration
 - The Control of Vibration at Work Regulations 2005
 - The hierarchy of control
 - Employee responsibilities
- Vehicle Safety
 - Legal duties
 - Description of vehicles and transport at work
 - Vehicle health and safety risks
 - Safe use of vehicles

Module Six: The Work Environment and Resolving Problems

The final module of the course covers the duties of employers regarding the work environment and ensuring it is safe at all times, as well as the responsibilities workers have to maintain a safe and healthy work environment. It concludes with information on resolving problems at work, and what employees should do if they experience any problems at work.

- Safe Work Environment
 - What is a safe work environment?
 - Housekeeping and cleanliness
 - Welfare provision
 - Slips, trips, and falls on the same level
 - Causes of slips, trips, and falls on the same level
 - Preventing slips, trips, and falls on the same level
 - First aid
 - The Health and Safety (First-Aid) Regulations 1981
 - First aid safety signs
- Resolving Problems at Work
 - Work-related stress
 - Drugs and alcohol
 - Information, advice, and help for employees
 - Work-related conflict and violence

Aims of the training

Upon completion of the course, learners will understand:

- The main hazards and risks to health and safety at work, how they are controlled, and their part in helping to control them.
- The responsibilities of employers and employees under health and safety legislation.
- The importance of, and the key factors in, risk assessments to control hazards and prevent risks.
- The hazards and ill-health effects associated with specific work activities and processes, and the key controls to remove or reduce these risks so that they do not cause harm.